National Park Service

National Park Service
U.S. Department of the Interior

CAPE COD NATIONAL SEASHORE
LONG-TERM ECOSYSTEM MONITORING PROGRAM

PROGRAMMATIC STANDARD OPERATING PROCEDURES

Programmatic Standard Operating Procedures for Long-Term Monitoring Protocols (P1)

Version: 1
August 2005

_____

1. Purpose

In December 2003, the National Inventory and Monitoring Program established content and format guidelines for all long-term monitoring protocols (Oakley et al 2003[1]). These guidelines require that each protocol provide detailed instructions for implementing the monitoring project as a series of standard operating procedures (SOPs). Some of the SOPs, such as those addressing safety, reporting, and GPS, are common to all CACO protocols. Rather than re-writing these types of program-wide procedures in each protocol, we have developed programmatic SOPs that will be incorporated by reference into each monitoring protocol. Any additional procedures or adaptations necessary for an individual monitoring project can be provided in that protocol's corresponding SOP. For example, the Coastal Forest Monitoring Protocol SOP#12 (Safety) incorporates programmatic SOP # P2 (Safety Standards and Procedures for Monitoring Projects) and establishes additional procedures for ticks, Lyme disease, poison ivy, and heat stress -- safety issues of particular concern when conducting forest vegetation monitoring.

This approach will minimize redundancy, and will ensure that any changes to these program-wide procedures are propagated through each monitoring project without having to revise each protocol's corresponding SOP.

2. Scope and Applicability

The guidelines and procedures specified in these programmatic SOPs apply to all long-term monitoring projects implemented under the auspices of the Cape Cod National Seashore Long-Term Ecosystem Monitoring Program.

3. Roles and Responsibilities

Monitoring project managers are responsible for keeping up to date on revisions or additions to this collection of programmatic SOPs. Further, project managers are to ensure their staff reads and has access to any of the programmatic SOPs incorporated by reference into the protocol they will be implementing. The I&M Coordinator is responsible for reviewing the programmatic SOPs annually, for managing any additions or revisions, and for alerting project managers to any changes or updates. Additionally, all staff, volunteers, and visiting scientists are encouraged to recommend improvements or additions to these programmatic SOPs.

4. Procedures and General Requirements

The creation of programmatic SOPs will be tracked in the log below. Programmatic SOP numbers will consist of a "P" followed by a number assigned sequentially as programmatic SOPs are created. Revisions will be tracked in a log at the end of each SOP document. Revisions will also be tracked through the version number and the file name:

- the original version is Version 1;
- each subsequent revision will be reflected by a sequential increase in the version number;
- on the title page and header of each SOP, the version number will be followed by the effective date;
- the SOP file name will include the SOP number, the version number, and a short form of the SOP title in the following format: P1_V1_PSOPIntro.doc.

_____

[1] National Protocol Guidelines: http://science.nature.nps.gov/im/monitor/protocols/ProtocolGuidelines.pdf

Only substantive revisions will be tracked; minor changes such as corrections of typos or formatting do not require a new version number.

The current version of each programmatic SOP will be kept on the server at the North Atlantic Coastal Laboratory (NACL) in Y:\I&M_Program\Programmatic_SOPs. Obsolete versions of programmatic SOPs will be retained in a subfolder (Y:\I&M_Program\Prog_SOPs_OldVersions) until they are archived. When a programmatic SOP or SOP revision is finalized, a document summary will be created for the .doc file. The "Title", "Author", and "Keywords" fields will be completed, and the SOP version number will be included in the title. Additionally, all relevant Data Management SOPs, such as those pertaining to file and folder locations and archiving, will be followed and are incorporated by reference.

Programmatic SOP Creation Log

Programmatic SOP #	Programmatic SOP Title	File Name	Date Created
P1	Programmatic Standard Operating Procedures for Long-Term Monitoring Protocols	P1_V1_PSOPIntro.doc	8/2005
P2	Safety Standards and Procedures for Monitoring Projects	P2_V1_Safety.doc	8/2005
P3	Reporting the Results of Monitoring Projects	P3_V1_Reporting.doc	8/2005

6. **Revision log for P1: Programmatic Standard Operating Procedures for Long-Term Monitoring Protocols**

Summary of Revisions	New Version Number	Effective Date
Original version finalized	Version 1	8/2005